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CHIEF FINANCIAL OFFICER PROFILE: BOCA WOODS COUNTRY CLUB BOCA RATON, FL

THE CHIEF FINANCIAL OFFICER OPPORTUNITY AT BOCA WOODS COUNTRY CLUB

The ideal Chief Financial Officer for Boca Woods Country Club is a seasoned financial professional who not only possesses a deep understanding of finance, financial management, and accounting but will embody the core values and culture of the Club. This individual should be a true steward of the brand, ensuring that the Club's mission, vision, and guiding principles are understood and reflected in actions and practices. They should excel in creating a warm and hospitable atmosphere through interactions with Members and staff. A strong emphasis on team member development and a coaching approach is essential, as is the ability to work collaboratively with all constituents to optimize the performance of the Club's operations. As a financial thought partner to the GM/COO and Board, as well as a trusted resource and supporter for department heads, the ideal CFO is approachable, responsive to staff, Member, and guest concerns, and flexible enough to contribute in various capacities as needed for the smooth operation of Boca Woods Country Club, exemplifying the qualities of a dedicated team player.

[Click here to view a brief video about this opportunity.](#)

ABOUT BOCA WOODS COUNTRY CLUB

Boca Woods Country Club is an established residential country club community located in Boca Raton, Florida, within 15 minutes of white sandy beaches, world-famous shopping, outstanding restaurants, and two cultural arts centers. The Club was founded in 1981 and is recognized for its two championship golf courses and all the amenities that private country club living has to offer, including 7 Har Tru tennis courts, four pickleball courts, an expansive modern Fitness Center, Spa, and salon, much of which has been recently renovated. Members also enjoy an outdoor heated swimming pool. Boca Raton is the southernmost city in Palm Beach County, Florida, located just south of West Palm Beach, the island of Palm Beach.

The private golf and country club community is situated on 660 spacious acres of breathtaking property with 645 estate and patio homes overlooking two 18-hole golf courses with beautiful lake and fairway views. Boca Woods is a golfer's paradise with two of the lowest-density courses in the Boca Raton area. The newly renovated practice and driving range facilities provide plenty of space for golfers to practice in the shade.

Boca Woods is home to a two-story Sports & Wellness Complex built during the pandemic that opened in April of 2022, featuring an award-winning Pro Shop on the first floor and a modern, expansive fitness center on the second floor, including spa amenities and treatment rooms. The main Clubhouse reopened following renovation in November of 2023, where regular dining, card play, and events are held. The Club's innovative culinary team brings passion and acclaimed experience to Boca Woods Country Club. In partnership with Rees Jones and LaBar Golf, the Woods Course benefits from a \$9M renovation that breaks ground in March of 2024. The Club is on the path to presenting another renovation project for Member approval, including plans for a modern pool and casual dining experience.

In addition to renovating facilities, the Club has undertaken several strategic initiatives to modernize its business operation, including migrating from six disparate systems to Northstar Systems' point of sale and accounts management software. The Club is investing in Paycom and other products that further its strategy to leverage technology to support the Member and team member experience. Goals include minimizing manual processes, reducing carbon footprint (paper, etc.), eliminating unnecessary redundancies, and eliminating double work.

BOCA WOODS COUNTRY CLUB BY THE NUMBERS:

- Initiation Fee: Approximately \$95K
- Monthly Capital Charge: \$182
- Gross Volume: Approximately \$16M+
- F&B Volume: Approximately \$2.5M supported with \$5.6M expenses
- Gross Payroll: Approximately \$10M
- Annual Rounds of Golf: Approximately 56,000
- The Club is organized as a 501(c)7
- Employees: 180 FTE / 25 seasonal
- Average age of Membership: 64
- 15 Board Member with 3-year Terms - 2 Term max consecutive
- The Club uses Northstar for POS and Accounting
- Approximately 674 members (640 Full Member Equivalents)
- Annual Dues Volume: Approximately \$13M+
- \$9M approved Woods Course Renovation set to break ground March '24

BOCA WOODS COUNTRY CLUB WEBSITE: www.bocawoodsc.com

CHIEF FINANCIAL OFFICER – POSITION OVERVIEW

The Chief Financial Officer at Boca Woods Country Club is a role designed for a dynamic financial leader eager to join and contribute to an exceptional team. In this position, you'll report directly to the General Manager, serving as a critical financial advisor and collaborator in meeting the Club's goals and objectives. Your role involves overseeing the Club's financial health and creatively enhancing Member experiences and services. This opportunity is perfect for a finance professional who is passionate about applying their expertise in a prestigious Club environment, driving strategic decisions, and fostering a culture of excellence and Member satisfaction.

The CFO will lead the finance team and financial processes to maintain control and drive financial results. They will support management on all financial data, analysis, and processes relevant to the day-to-day operation of the Club. This hands-on individual will ensure accurate financial processing such as payroll, accounts payable, accounts receivable, and expense reports. They will guarantee the timely completion of yearly financial audits. The CFO will lead, mentor, coach, and grow the finance and accounting team as needed.

FINANCIAL MANAGEMENT:

- Ensure all financial documents are up to date and effectively formatted for communication with decision-makers.
- Provide leadership and guidance in financial decision-making, compiling facts and data to support processes.
- Analyze financial information, create timely projections, and advise all Club departments on performance.
- Provide departments with weekly flash reports, ensuring data accuracy and timely operational adjustments.
- Research and implement the latest technology trends to enhance efficiency and communication.
- Oversee the club's IT support needs and purchases, whether outsourced or internal.

LEADERSHIP AND TEAM MANAGEMENT:

- Assist with hiring, training, performance coaching, and disciplining department employees within approved club policies and compliance with governmental agencies.
- Assess, mentor, hire, train, develop, and retain accounting staff, conducting annual performance reviews and developmental plans.
- Lead and develop the finance team, ensuring effective financial operations and support for CapEx projects.
- Energize the team and build a strong financial culture driven to excellence with an appropriate sense of urgency.
- Compliance and Financial Reporting:
 - Ensure there are no material weaknesses found in the annual audit.
 - Submit all financial reports and tax forms accurately and in a timely manner.
 - Maintain a formal policy of internal controls and monitor policy compliance throughout the club.

- Monitor, project, and routinely report cash flow.
- Participate in selecting the Club's insurance policies and monitor property and casualty insurance policies to ensure asset protection.
- Serve as Trustee for the Club's 401(k) Retirement plan and maintain all plan asset records and documents.

STRATEGIC GUIDANCE:

- Direct financial operations with the GM of the Club and develop policies relating to accounting, auditing, budgeting, revenue, and cost control procedures.
- Develop, implement, and maintain planning and budgeting processes that are proactive, structured, and transparent.
- Analyze cash flow, cost control, and expenses to pinpoint potential areas for improvement.
- Anticipate unfavorable financial results or variances, conduct research, and offer preliminary explanations and appropriate countermeasures.
- Support monthly reviews with management teams and provide weekly reporting and monthly financial and operational outlook forecasting.

STAKEHOLDER COMMUNICATION:

- Communicate and coordinate financial activities with the Board, Treasurer, Finance Committee, and committee chairs.
- Attend Board meetings, Finance Committee meetings, Audit Committee meetings, and other committee meetings to answer financial questions.
- Serve as an engaged leader who drives financial controls and results, offering consistency, timeliness, and accuracy of finances and reporting.
- Participate in Finance Committee Meetings and Board of Directors meetings, providing input and communicating data-driven recommendations.

KNOWLEDGE AND SKILLS QUALIFICATIONS

- Excellent knowledge of finance, accounting, and financial management techniques.
- Proficient in analyzing, interpreting data, and preparing reports.
- Strong verbal and written communication skills with the ability to understand and follow verbal and written instructions in English.
- Skilled in maintaining professional relationships with superiors, co-workers, members, and vendors.
- Effective multitasking capabilities in a fast-paced environment.
- Possesses "Hospitality DNA" and thrives in a team-oriented environment, meeting deadlines consistently.
- Demonstrates an "executive presence" with excellent presentation and communication skills.
- Experience working with volunteer Boards and committees is a plus.
- Strong working knowledge of current technology and software programs.
- Experience with construction and renovation projects, including reporting, is desired.
- Proficient in the administration of 401k and defined benefit retirement plans.
- Ability to gather relevant inputs from individuals across various functions and experience levels for informed forecasting and analysis.
- Committed to stewardship for ensuring financial stability through well-managed and fiscally responsible processes.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's Degree from a four-year college or university with a concentration in Finance or Accounting combined with a minimum of five years of related experience and/or training.
- Country club and/or Community Association experience preferred but not required.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package, including association membership.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter in that order using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to Boca Woods Country Club General Manager / COO David Sweet, and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why BWCC and the Boca Raton area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Wednesday, February 28, 2024. Candidate selections will occur in early March, with the first Interviews expected in mid-March 2024 and the second interviews a short time later. The new candidate should assume his/her role in early May 2024.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Boca Woods”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you cannot go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Bethany Taylor at bethany@kkandw.com.

Search Executive:

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